



CUSTODIAL SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and inspect the City's custodial operations; and to perform a variety of technical duties relative to the assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Custodial Superintendent or from other supervisory or management staff.

Exercises direct supervision over assigned custodial staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing custodial services; implement policies and procedures.
- Plan, prioritize, assign, supervise, monitor and review the work of assigned custodial staff and ensure work is completed in a timely and appropriate manner; review and distribute requests for services from other departments and divisions.
- Participate in the selection of staff; provide or coordinate staff training in the proper use of cleaning chemicals, equipment and related supplies and materials; keep time and attendance records on assigned staff and participate in preparation of weekly payroll as required; initiate and monitor IDP's, PIP's and disciplinary actions as required.

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- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Coordinate and direct a full range of custodial duties or vendor services in support of building operations.
- Assist staff with the full range of regular custodial duties if required by work load or scheduling issues.
- Maintain time, material and equipment use records; test and evaluate custodial supplies and equipment; instruct employees in use and care of new equipment; requisition supplies and materials; distribute supplies and equipment to staff.
- Support and promote safety in the workplace.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing related custodial responsibilities. One year of supervisory experience preferred.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level coursework or specialized training in personnel supervision, business management or related subjects.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license at time of interview.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

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Job Code: 8900

FLSA: Non-Exempt

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